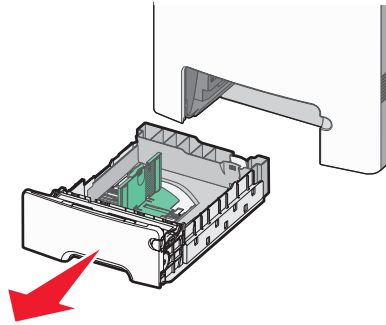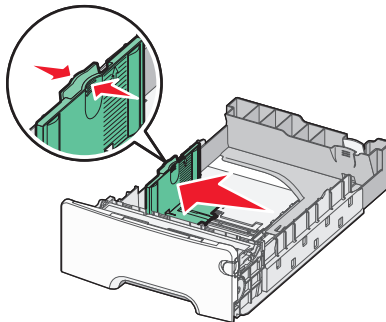# Quick Reference

## Loading paper

### Loading paper

Do not remove trays while a job prints or while **Busy** blinks on the printer control panel. Doing so may cause a jam.

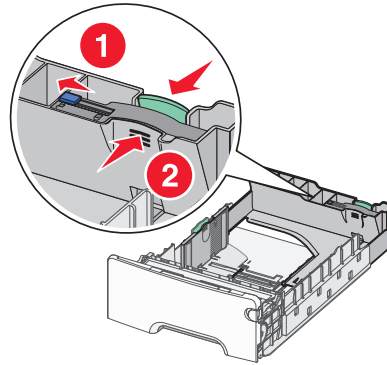**1** Grasp the handle, and then pull the tray out.



Notice the size indicators on the bottom of the tray. Use these indicators to help position the guides.

**2** Squeeze the width guide tabs as shown, and then slide the guide to the correct position for the size of paper being loaded.



Notice the load line on the left side of the paper tray: it indicates the maximum height for loading paper.

**3** Squeeze the length guide tabs together, and then slide the length guide to the correct position for the size of paper being loaded.



**Note:** The length guide has a locking device. To unlock the tray, slide the button on top of the length guide to the left as shown. To lock the tray once a length has been selected, slide the button back to the right.

**4** Flex a stack of paper back and forth to loosen the sheets, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.

**5** Load the paper stack with the recommended print side faceup. Load the stack toward the back of the tray as shown.

**6** Align the tray, and then reinsert it.
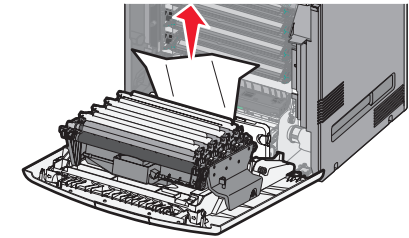
## Clearing paper jams

If a jammed sheet is visible, then pull it out gently. If the jam is not visible, then complete the step that corresponds to the error message displayed on the printer control panel.

**Note:** To avoid overexposing the photoconductors, do not leave the front door open longer than 10 minutes.
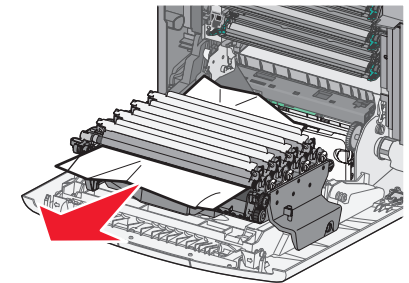
### Clearing jams behind the front door

**1** Remove Tray 1, and then open the front door.

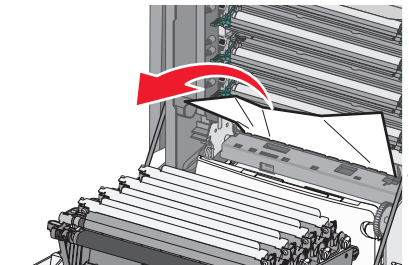- Pull straight up to remove the jammed paper.



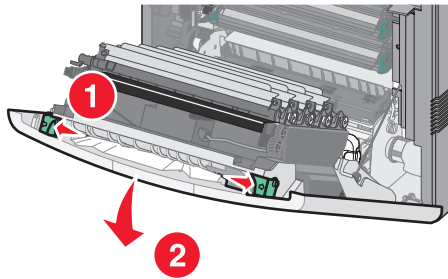- Pull the paper forward if it is lodged under the photoconductors.



**Note:** You may need to remove the photoconductors if the paper is lodged too tightly under them.

- Pull the paper up and out to remove it from behind the toner cartridge area.

- If the jammed paper is between the front door and the transfer module, pull out on the release tabs to allow the front door to split, and then pull straight out to remove the paper.
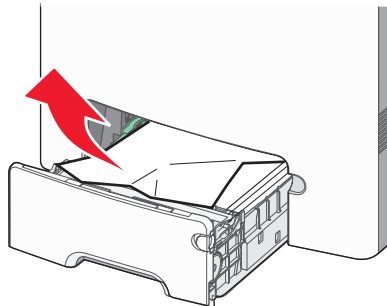


**2** After clearing a paper jam, close the front door, and then press ✓.
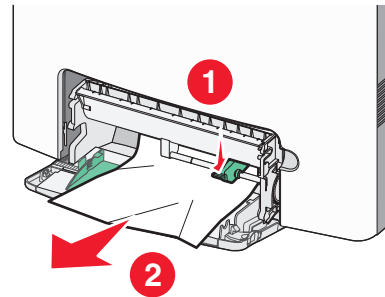
## Clearing jams from paper trays

**1** Complete one or more of the following actions:

- Open Tray 1, and then pull the jammed pages straight up and out.



- If paper is jammed in one of the optional trays, then open the specified optional tray, and pull the jammed pages out.

- If paper is jammed in the multipurpose tray, press the paper release lever, and then remove the jammed pages.
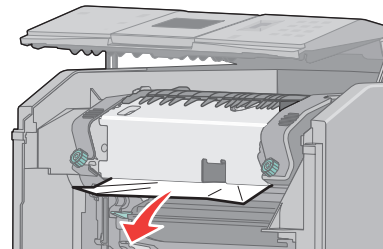


**2** Close the appropriate tray, and then press ✓.

## Clearing jams from the fuser area or under the top cover

**1** Open the front door, and then open the top cover.

⚠ **CAUTION—HOT SURFACE:** The fuser and the inside of the printer near the fuser may be hot. Wait for the fuser to cool before clearing jams from this area.
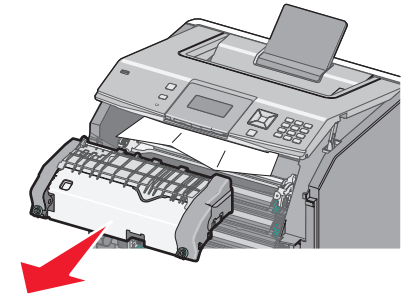
**2** Determine where the jam is located:

**a** If paper is visible under the fuser, then grasp it on each side and pull it forward.



**b** If paper is not visible, then you will need to remove the fuser.
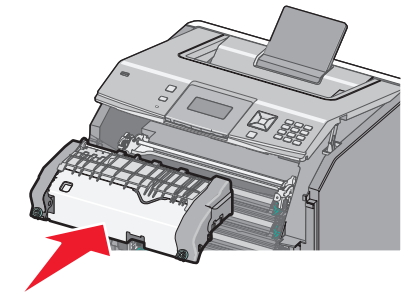
**c** Turn the screws on the fuser to the left.

**d** Lift the fuser, and move it forward to remove it.



**e** Pull the paper gently out of the printer or up toward the standard exit bin to remove it.

**f** Align the fuser, and place it back into the printer.



**g** Turn the screws to the right to fasten it securely.

**3** Close the top cover, and then close the front door.

**4** Press ✓.